



RESIDENTIAL BUILDING PERMIT APPLICATION CHECKLIST

Site Address: _____ Parcel No.: _____

Applicant Name: _____ Project Name:: _____

To obtain a permit for new single family residential construction, additions, and remodels, the following information must be provided to the City of Auburn (this checklist is to be filled out by a City of Auburn):

- ☐ **Complete Building Permit Application** – missing information will cause the application to be rejected.
- ☐ **Site plan – submit four copies** (The site plan drawn to an appropriate engineering scale includes such items as topography in 2 ft intervals, storm system, water & sewer locations, property & building dimensions and proposed distances to property lines, and all existing street frontage improvements. See attached example.
- ☐ **Vicinity Map**
- ☐ **Does parcel fall within special flood hazard areas** Yes ☐ or No ☐

Grading. If your project meets any of the following criteria, a grading permit is required prior to or at the time of a building permit application, see ACC 15.74 for exemptions from grading permit requirements.

- ☐ Clearing or grading work exceeding 8,000 SF of area on an individual lot for the purpose of single-family construction.
- ☐ Removal of more than 6 trees per acre.
- ☐ Creation of impervious surfaces exceeding 2600 SF.
- ☐ Excavations exceeding 5 feet or fills exceeding 8 inches in vertical depth and exceeding 500 CY
 - ☐ **Grading Permit Application Required GRA#** _____
 - ☐ **Grading Permit is not required**

☐ **Building Plans – Submit two copies** - Building Plans minimum requirements include:

- ☐ Drawn to 1/4" = 1' or larger architectural scale.
- ☐ Design criteria to include design loads for ground snow, seismic site class or seismic design category, wind speed, height, stories, floor area, occupancy class if applicable, occupant load and design soil bearing requirements.
- ☐ Elevations on all sides of building. Minimum scale of 1/4" per foot for front elevation and 1/8" per foot rear and sides elevations. All elevations to show footing depth and finished ground.
- ☐ Floor plans, all floors showing both new and existing areas and uses.
- ☐ Foundation plan.
- ☐ Roof plan.
- ☐ Floor framing plan.
- ☐ Building cross sections and structural details.
- ☐ If project is professionally designed provide structural plans and calculations.
- ☐ Design professional (if applicable) seal to bear original signature.

☐

☐ **Critical Areas Determination – (includes Flood Hazard determination) Zoning:** _____

Critical Areas Suspected or known to be on the parcel*:

- ☐ Geologic Hazard Area (landslide, erosion, seismic, & volcanic)
- ☐ Wildlife Habitat Areas

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- ☐ Wetlands
- ☐ Flood Hazard Area
- ☐ Groundwater Protection Area
- ☐ Stream (and River)

Critical Area Reports completed or required*:

- ☐ Geologic Hazard Critical Area Report
- ☐ Wetland Critical Area Report
- ☐ Base Flood Elevation Certificate
- ☐ Other Critical Area Report (please specify)

*Subject to verification by Planning Department Staff.

☐ **Fees**

The building permit plan review fee is due upon application for the permit. The remaining fees are paid at the time of permit issuance. There may be other permit fees associated with other permit applications required to be completed with the Building Permit.

☐ **Mobile Homes**

- ☐ Washington Installer's Certification Number (WAINS) for the installer and a copy of the installer's certification from the Washington State Dept. of Labor and Industries must accompany the building permit application.
- ☐ If located within a park, a copy of the original approved site plan for the park must accompany the permit application.
- ☐ If located in a park, the site plan must show distances between the dwelling, its accessory structures and adjacent dwellings and their accessory structures.

- ☐ **Fire Sprinkler Permit** - You may be required to install a fire sprinkler system if you do not meet certain criteria which is determined by the Valley Regional Fire Authority. You will need to contact the Fire Marshall's office for determination. They can be reached at 253-931-3066.

☐ **Utility Connection Permit Application (see below for other required permits)**

- ☐ **Water Service Connection**
- ☐ **Sanitary Sewer Service Connection**

Public Facilities:

☐ **City of Auburn Utility Availability Form attached**

You will need to obtain the Utility Availability Verification from the Public Works Department prior to application submittal.

Does the Availability form indicate that an Extension of Public Facilities is required?

- ☐ **Yes**, a Facility Extension is required and has been submitted **FAC#** _____, **Or**
- ☐ **Yes**, a Facility Extension Application is required and a request to defer the construction of the improvements is attached to the application.
Acceptance of a request for deferral of improvements does not indicate acceptance and if not approved by the City a Facility Extension application for the construction of those improvements will be required and may delay review of the building permit.
- ☐ **No**, a Facility Extension Application is not required.

Does the Availability form indicate that service is being provided by another agency?

- ☐ **Yes**, Other Agency Certification is required and is being submitted with the building permit application as follows:

The City of Auburn serves the majority of properties located within the city limits. In the case that another sewer or water district (such as Lakehaven or Bonney Lake) serves the subject

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property, an availability certificate must be obtained from the district and accompany the building permit application to the City.

Is an Availability Certificate required?

- ☐ Yes, an Availability Certificate is attached from the following provider(s):
☐ No

Is the property being served for sewer using an on-site septic system?

- ☐ Yes, Health Department Approval is attached from: ☐ King ☐ Pierce
☐ No

Is the property being served for water by a private well?

- ☐ Yes, a copy of the recorded well covenant is attached.
☐ No

- ☐ **No, Other Agency Certification is not required.**

☐ **Storm Permit Application (storm system shown on site plan) STM#_____**

The storm permit is issued with the Building Permit. The storm system must be shown on the site plan in accordance with the "Residential Footing Drain Construction Handout" or equivalent meeting city standards. You may also be required to apply for a Dept. of Ecology Construction Stormwater permit. There is an informational packet attached to this checklist.

If your project disturbs 1 acre or more of land, an Ecology Construction Stormwater General Permit is required. See the handout "Focus on Construction Stormwater General Permit" for more information.

- ☐ **Ecology Construction Stormwater General Permit** has been applied for and a copy of the final permit will be required prior to issuance of the building permit.

☐ **City of Auburn Public Street Improvement Requirements attached**

You will need to obtain the Public Street Requirements verification from Public Works Department prior to application submittal.

Does the Requirement form indicate that public street improvements are required?

- ☐ **Yes**, a Facility Extension Application is required and has been submitted **FAC#_____** **Or**
☐ **Yes**, a Facility Extension Application is required and a request to defer the construction of improvements is attached to the application.

Acceptance of a request for deferral of improvements does not indicate acceptance and if not approved by the City a Facility Extension application for the construction of those improvements will be required and may delay review of the building permit.

- ☐ **No**, a Facility Extension Application is not required.

Is a traffic analysis required?

- ☐ **Yes**, and it is attached ☐ **No**

If a Facility Extension application is not required, does the proposed work include the construction of new driveways, sidewalks or curbing?

- ☐ **Yes**, a Special Permit is required and has been applied for: **SPC#_____**
☐ **No**

If a Facility Extension application is not required, does the proposed work involve impacts to the City's right-of-way above those covered by a Special Permit above?

- ☐ **Yes**, a Construction (Excavation) Permit is required and has been applied for **EXC#_____**
☐ **No**

- ☐ **Temporary Erosion Control for Small Sites**– The applicant has been provided with the City's handout.

- ☐ This checklist is deemed **incomplete** by: _____ Date: _____
☐ This checklist has been reviewed and **receipted** in by: _____ Date: _____

BLD# _____

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